Meal Sorting Station Guide

For Cafeteria and Outdoor Meals

1. Food Share*
   - **Why Here?**
     - Drop off heaviest items first to prevent spills
   - **Best Practices:**
     - Clean bins maintain food safety & appeal
     - Only items from the school meal program
     - Keep like items together

2. Liquids
   - **Why Here?**
     - Pour liquids as they are not allowed in the recycle bin
   - **Best Practices:**
     - Don’t empty juice containers as they take longer to empty
     - Raise the bucket with a crate to prevent spills

3. Recycle Bin
   - **Why Here?**
     - Milk cartons are captured immediately after liquids
   - **Best Practices:**
     - Materials should be as empty and dry as possible

4. Landfill Bin
   - **Why Here?**
     - Capture contaminants before the compost bin
   - **Best Practices:**
     - Capture landfill items at student tables throughout lunch
     - Squishy, flimsy plastic goes in the landfill bin

5. Compost Bin
   - **Why Here?**
     - Capture compostables before stacking trays
   - **Best Practices:**
     - Tap trays against the inside of the bin to release stuck on food
     - No plastic wrapped food allowed

6. Stack Trays
   - **Why Here?**
     - Neatly stack trays to save space in the compost bin
   - **Best Practices:**
     - Stage a small stack of trays to model nesting
     - Stack trays like a puzzle and push down on the stack of trays

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General Tips & Best Practices:
- Clear signage above the opening of the bins prompts proper sorting behavior
- Keep space for students to access the sorting station on both sides
- Placement of sorting station should flow with tray stacking ending nearest the exit
- Wipe down the sorting station every day

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*Food Share:
- Check with your hauler to know if milk cartons are recyclable

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STOPWASTE

Version 1.3